UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Agency: University of Maryland College Park Item No. Description			Schedule No.: 1876A1 Page 1 of 1 Division/Unit: Residency Classification Office Retention
2.	Amendment to Residency Classification Office Schedule REPLACEMENT FOR ITEM #2: Residency Classification Files Files contain Petition for Change in Residency Classification for Admission, Tuition and Charge Differential, related correspondence, and supporting documentation, which may include, but is not limited to, copies of the following items: deed, settlement statement, lease agreement and cancelled checks, proof of all income sources, most recently filed federal and state income tax returns, vehicle registration and title, driver's license, voter's registration card, and immigration information.		Retain for 3 years after semester of petition, then destroy. Since these files contain confidential information, care must be taken to destroy all information after the retention period so that it is not accessible to other parties.
			If UMCP Archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at UMCP, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.
Signature:	by Department Head or Designated Representative Supplement Head or Designated Representative Representative Supplement Head or Designated Representative Represe	Date:	SEP 1 8 1997 Warl C. Paperfus h

DGS 550-1 (Rev. 10/92)

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE1OF1			
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs	-	UNIT Residency Classification Office			
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFE AS WELL AS RETENTION AND DISPOSITION PURPOSES.						
RECORD SERIES TITLE Residency Classification Files			5. EARLIEST YEAR/LATEST YEAR 1975 _{TO} 1997			
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES SERIES, INCLUDING THE					
Files contain Petition for Change in Residency Classification for Admission, Tuition and Charge Differential, related correspondence, and supporting documentation, which may include, but is not limited to, copies of the following items: deed, settlement statement, lease agreement and cancelled checks, proof of all income sources, most recently filed federal and state income tax returns, vehicle registration and title, driver's license, voter's registration card, and immigration information						
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME FILE DRAWER(S) MICROFILM(S) 8			
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL					
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		OTHER (SPECIFY) and 234 linear feet			
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION			
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		FILE DRAWER(S) MICROFILM REEL(S)			
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER COMPUTER TAPE(S) OTHER (SPECIFY) and 20 linear feet			
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER			
☑ DAILY ☐ WEEKLY ☐	MONTHLY	$\frac{3}{\text{NUMBER}} \qquad \square \text{ MONTH(S)} \qquad \boxed{\mathbf{V}} \text{ YEAR(S)}$				
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO 0405B Marie Mount Hall (Ground Floor) a in McKeldin Library		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ✓ NO				
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREMENTS				
Please see statement belo	ow.	□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT				
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION				
✓ YES □ NO		Retain for 3 years after semester of petition, then destroy. Since				
FileMaker Pro User			nfidential information, care must be taken to after the retention period so that it is not arties.			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE			
Connie Cunningham Administrative Assistant	(301) 4	05-2030	October 30, 1996			

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.